

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Cleaner	3. Salary Level: 19-18	4. Division: Administration
5. Reports To: Secretary	6. Direct Reports: Assistant Secretary/Office Manager	
7. Primary Objective of the Position: To ensure that MISE offices, yards and compound is clean and beautified		
8. Position Overview		
9. Financial: N/A		10. Legal: Nil
11. Internal Stakeholders: i. Officer Manager ii. MISE HQ Staff iii. Security		12. External Stakeholders: i. Nil
13. To be referred to Manager: i. update and progress on cleaning and beautification programs		14. Without Referral to Manager i. ii.
15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i>		

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Cleaning of MISE Offices and Compound	- To ensure that the MISE office (desks, floor, toilet, windows) is clean after/before working hours - MISE office lights, fans and air conditioners are turn off after working hours	- Floor, desks, toilet, and windows are cleaned - Lights, fans and air conditions are turned off
Beautification of MISE Civil yard office compound	- To ensure that the beautification program is maintained and sustained	- Number of ornamental pants planted
Waste Management	- Collect and properly dispose of trash, litter, and waste materials from the yard - Ensure all waste is categorized and disposed of in accordance with environmental and safety regulations	- Compound of Civil Yard is need and clean. - - Number of safety violations or accidents
Cleaning and Maintenance of MIE Compound areas	- Ensure all outdoor yard spaces, including pathways, parking lots, storage areas, and equipment yards, are kept clean and free of debris - Sweep, wash and sanitize designated yard areas regularly.	- Regular checks on cleaning equipment and tools for functionality and proper storage. - Tools and equipment are always ready for use, preventing delays in cleaning tasks and reducing the likelihood of work disruptions due to broken or misplaced tools.
Maintenance of Tools and Equipment	- Ensure all cleaning tools (e.g. brooms, mops, pressure washers, etc) are well-maintained and stored correctly	- Report any damaged cleaning tools

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	- Report any damaged or faulty equipment to the relevant authority to repair or replacement.	- Inform the HQ office if there is a need cleaning tools.
Gardening		-

16. Key Challenges	17. Selection Criteria
To be physically fit to execute cleaning and beautification activities	17.1 PQR (Position Qualification Requirement): Education: Form 3 or Class 9 Certificate Other requirements: Experience: 3 years in Cleaning and beautification activities Job Training: Prerequisite:
	17.2 Key Attributes (Personal Qualities): 1. Knowledge: - Basic understanding in English 2. Skills: - Gardening skills - Customer service 3. Attributes - Reliable - Punctual - Responsive - Active

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	○ Hardworking and dedicated

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